

State Workforce Investment Board
APPRENTICESHIP ADVISORY COMMITTEE
Holiday Inn Great Falls
October 22, 2004

AGENDA

Committee Members: Ken Switzer, Chair; Jerry Driscoll; Lew Grill; Margaret Morgan; Mike O'Neill; Arlene Parisot; Mike Waldenberg. Ad hoc members: John Bukovatz, Marvin Wilson.

Staff: Mark Maki, Pam Watson

- 9:30 – 10:00 a.m.** Coffee and light refreshments
- 10:00 – 11:00 a.m.** Call to order
- Comments and Introductions –Chair, Ken Switzer.
 - Operational Rules, State Board affiliation, travel expense and other house keeping items – Pam Watson, State Workforce Investment Board (SWIB) staff, MT DOLI
 - Advisory Committee History, Goals and Functions – Mark Maki, Apprenticeship and Training Program, MT. DOLI
- 11:00 – 11:30 a.m.** Formulation of Committee Mission Statement – open discussion
- 11:30 – 12:00.** Overview of the Montana Apprenticeship Community- Mark Maki
- 12:00 – 1:00 p.m.** Committee Luncheon (catered at the Holiday Inn)
- 1:00 – 2:45 p. m.** Committee's function and relationship to the apprenticeship community – open discussion
- Apprenticeship issues and concerns – open discussion
(Possible topics: Legislative, educational linkages, program funding, apprenticeship for new and emerging industries, apprenticeship program endorsement to employer organizations, and promotion of apprenticeship in Montana.)
- 2:45 – 3:00** Closing comments – all
Next meeting date and adjournment – Ken Switzer

Note: Business Casual Attire is appropriate.

All State Workforce Investment Board meetings are conducted using Roberts Rules of Order. Only committee members can present motions. The Chair will call for public comment following Board discussion.

If auxiliary aids and services or special accommodations are required, please contact Pam Watson at 444-1620.

MISSION STATEMENT CONCEPTS

“The State of Montana is committed to working in partnership with labor and business to create a skilled workforce that reflects the diversity of our population and promotes community development throughout the state in both urban and rural areas.”

“A highly skilled workforce is essential for enhanced economic growth and the continued prosperity of workers throughout the state.”

“Registered apprenticeship provides the skills for today’s workforce and the opportunity for Montana’s future.”

State Workforce Investment Board

Conduct of Meetings

Rules of Order

How to Make a Motion

1. Obtaining the Floor
 - a. Wait until the last speaker has finished.
 - b. Address the Chairman by saying, "Mr. Chairman."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not..."
3. Wait for someone to second your motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. If the Chairman States Your Motion
 - a. The Chairman will say, "It has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to vote.
 - c. Once the Chairman presents your motion to the membership it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Public Comment – The Chair will call for public comment after Board discussion and prior to calling for a vote
9. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move, the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of the organization.

1. The State Board Votes By Voice – The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. The Chair will Call for Abstentions -- If a member has a conflict of interest, he or she may not vote on any matter relating to that interest or otherwise use their influence to benefit themselves or any family member. Please reference the complete Conflict of Interest Policy provided in your Board Member Book.

State Workforce Investment Board

Conflict of Interest Policy

The State Workforce Investment Board recognizes its responsibility to ensure that its members conduct themselves in an unbiased manner and serve the goals established for Montana's workforce system. It is the responsibility of the State Board to guard against conflicts of interest that might compromise its integrity and objectivity. Neither membership on the State Board nor receipt of WIA funds to provide training and related services, by itself, violates the conflict of interest provisions provided a member does not vote on any matter relating to that interest.

This policy has been prepared to outline the Board's approach to identifying and evaluating potential conflicts of interest and assisting its members in addressing conflict of interest issues before a member takes an official action that might result in a breach of trust. The policy of the State Board provides members a means to avoid a conflict or the appearance of conflict between their financial or other personal interests and the goals and policies of the Board.

Conflict of interest exists if a Board member's vote leads to any form of immediate direct financial or personal gain for that member or for his or her family or the entity he or she represents. The term conflict of interest refers especially to situations in which financial or other personal considerations may compromise, or may have the appearance of compromising, the decisions made by a Board member. A conflict of interest is material if an ordinary person would take it into account in making a decision. Only material conflicts of interest are within the scope of this policy.

General Principles: Board members must ensure the integrity of their pursuits by taking steps to avoid a conflict of interest, or even the appearance of a conflict of interest. Because the complexity and diversity of personal and business relationships are extensive, and the perception of a conflict of interest may vary from one individual to another, the most effective means to address a conflict of interest is to establish a system under which Board members disclose potential, material conflicts before taking official board action.

If a member has a conflict of interest, he or she may not vote on any matter relating to that interest or otherwise use their influence to benefit themselves or any family member.

Identification of conflict of interest is not a simple task. A Board member has a conflict of interest if his or her judgment and discretion is or may be influenced by considerations either of personal gain or financial benefit. The following is a partial list of activities or actions that create a material conflict of interest that should be managed appropriately.

- a. Consulting activities on behalf of the State Workforce Investment Board.
- b. The purchase of goods or services from businesses in which the Board member, or his or her family, has a financial interest, or as a result of such purchase, may directly benefit.
- c. Receipt of gifts, gratuities, loans, or special favors (including trips or speaker's fees) from those involved in the State workforce system.
- d. Holding of an ownership interest by the Board member or the member's family in any real or personal property leased or purchased by the Board.

- e. Receipt, directly to the Board member of cash, services, or equipment provided for the Board member's support of workforce issues.
- f. Use of information received as a Board member for personal purposes.
- g. Activities that are in violation of federal, state, or local law, including the offering or acceptance of a bribe or kickback, are strictly prohibited.

Disclosure of a Board member's conflict of interest must be presented in writing to the State Board.